

UPC COLLECTION CHECKLIST

- _____ Determine who will be tested.
- _____ Establish adequate location.
- _____ Brief observers and instruct administrative assistants, where applicable.
- _____ Prepare bottle labels
- _____ Prepare urinalysis ledger
- _____ Assign a batch number for each box.
- _____ Announce test and personnel selected to be tested.
- _____ Assemble members being tested.
- _____ Verify positive ID of member being tested.
- _____ Have member verify bottle is empty and clean.
- _____ Complete ledger entry for individual.
- _____ Each sample is provided under direct observation. If member is unable to provide sample, refer to OPNAVINST 5350.4 series.
- _____ Ensure bottle contains at least 30 MLs of urine.
- _____ Attach label to bottle. (This can be done either before or after bottle is given to member.)
- _____ Member verifies his/her data on specimen bottle label and initials bottle label in space provided.
- _____ Member initials bottle label in space provided and turns sample over to coordinator.
- _____ Ensure bottle cap is on firmly. Do not over-tighten.

UPC COLLECTION CHECKLIST CONT'D

- _____ Inspect sample for color and feel bottle for temperature. If sample looks adulterated shake bottle to inspect for excessive foaming.
- _____ Initial bottle label.
- _____ Apply tamper-resistant tape.
- _____ Ensure member verifies information and signs ledger.
- _____ Observer signs ledger verifying direct observation procedures.
- _____ Maintain control of all samples or complete proper transfer of custody in block 12 of the Specimen Custody Document (DD 2624).
- _____ Continue collection until all samples are collected.
- _____ Ensure Specimen Custody Document is properly completed.
- _____ Verify social security numbers on bottle labels match Specimen Custody Document (DD 2624).
- _____ Only those premise codes listed in enclosure (2) of OPNAVINST 5350.4 series will be used on Specimen Custody Document (DD 2624).
- _____ Pack bottles in accordance with OPNAVINST 5350.4 series, ensuring compliance with postal regulations requiring two waterproof seals.
- _____ Place a copy of Specimen Custody Document (DD 2624) in a waterproof package in the box.
- _____ Seal the box with packaging tape--DO NOT USE MASKING, DUCT, SCOTCH, OR STRAPPING TAPE.
- _____ Sign name and date across taped seals top and bottom of box.

UPC COLLECTION CHECKLIST CONT'D

- _____ Attach original copy of Specimen Custody Document (DD 2624) securely to outside of box in packing slip envelope.
- _____ Wrap shipping container using exterior waterproof sealer and place NDSL address on top of box (bottles upright inside).
- _____ Mail or hand-carry samples to appropriate NDSL.
- _____ Ensure messages and/or web portal results are received from the appropriate NDSL and retained by your command.